

## PRE-DEPLOYMENT CHECKLIST

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The Service Member and Spouse together should complete the following checklist as far in advance of the departure date as is possible. Make a “To Do List” of things this list brings up as needing to be done.

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- \_\_\_ Spouse and service member have reviewed the Family information Handbook
- \_\_\_ Draw up a *list* or copy the emergency phone numbers from the appendix and keep it near the phone or where every family member can find it quickly.

### **PAY MATTERS**

#### **Paychecks and Financial Readiness**

- \_\_\_ Have you and your spouse discussed and prepared a budget using the Budget Planning Guide.
- \_\_\_ Have arrangements been made for spouse to have access to adequate funds during deployment?
- \_\_\_ Is Direct Deposit in effect?
- \_\_\_ Allotment started?
- \_\_\_ Does spouse know expected pay dates?
- \_\_\_ Does spouse know how much of each paycheck is available to him/her?
- \_\_\_ Is spouse aware of upcoming pay changes due to advancement, gain or loss of government housing, longevity?
- \_\_\_ What is the effective date of pay changes?
- \_\_\_ What is the amount of change and the reason?

#### **Banking and Investments**

- \_\_\_ Does spouse have information about checking account(s): account number and bank's address and phone number?

- ☐ Does spouse have information about savings account(s): account number and bank's address and phone number?
- ☐ Does spouse have access to and know how to use all accounts?
- ☐ Does spouse know how to balance accounts when statements are received?
- ☐ Does spouse know about investments that must be managed: Money market funds, mutual funds, savings certificates, etc.?
- ☐ Does spouse know what payment should be made to IRA(s)?
- ☐ Does spouse know where financial documents are kept?
- ☐ Does spouse have list of actions on investments needed during deployment?
- ☐ Does spouse have account number, company name, address, and phone number of companies which investments are placed?
- ☐ Does spouse have information on all credit accounts, especially bankcards, including: Name of creditor, account number, phone number, address, and latest statement with account balance due?
- ☐ Does spouse know about any safety deposit boxes? Where it/they are located?  
Location of key(s)?

### **Emergency Financial Resources**

- ☐ Does spouse know what emergency financial assistance is available through Navy/Marine Corps Relief Society, Red Cross, etc.?
- ☐ Does spouse know contact information for agencies which provide emergency assistance?
- ☐ Does spouse know that budget counseling and referrals are available through Family Service Center and Navy/Marine Corps Relief Society?
- ☐ Have you filled out a loan Pre-authorization Form for the Navy/Marine Corps Relief Society?

### **INSURANCE MATTERS**

#### **Life Insurance**

- ☐ Does spouse know location of policy(ies)?

- \_\_\_ Are beneficiaries up-to-date on policy(ies)?
- \_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment? If yes, when?
- \_\_\_ Does spouse understand benefits from policy(ies)?
- \_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?
- \_\_\_ Does spouse know name, address, phone number, and account numbers for carrier(s)?

### **Medical Insurance**

- \_\_\_ Does spouse know location of policy(ies)?
- \_\_\_ Are names of eligible family members up-to-date on policy(ies)?
- \_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment? If yes when?
- \_\_\_ Does spouse understand payment method on policy(ies)?
- \_\_\_ Does spouse understand coverage included in policy(ies)?
- \_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?
- \_\_\_ Does spouse know the name, address, phone number, and account numbers of carrier(s)?

### **Homeowners/Renters Insurance**

- \_\_\_ Does spouse know location of policy(ies)?
- \_\_\_ Are coverage amounts up-to-date and adequate on all policies?
- \_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment? If yes when?
- \_\_\_ Does spouse understand payment method on policy(ies)?
- \_\_\_ Does spouse understand all coverage included in policy(ies)?
- \_\_\_ Is the deductible set where you want it?
- \_\_\_ Does spouse understand what deductible is and are adequate funds available to cover it?
- \_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?

\_\_\_ Does spouse know the name, address, phone number, and account number for carrier(s)?

### **Automobile Insurance**

\_\_\_ Does spouse know location of policy(ies)?

\_\_\_ Is auto insurance in compliance with Hawaii's requirement for No-Fault insurance?

\_\_\_ Is coverage up-to-date and adequate on policy(ies)?

\_\_\_ Is deductible set where you want it?

\_\_\_ Does spouse understand what deductible is and are there adequate funds available to cover it?

\_\_\_ Are annual, semi-annual, or quarterly premiums due during deployment? If yes, when?

\_\_\_ Does spouse understand payment method on policy(ies)?

\_\_\_ Will renewal or changes be necessary during deployment? If yes, what should be done and when?

\_\_\_ Does spouse know the company name, address, phone number, and account number for policy(ies)?

\_\_\_ Does policy have a towing clause? If not, does spouse have adequate funds to cover this expense?

\_\_\_ Does spouse know what information to gather and what to do in the event of an accident with another vehicle?

### **TRANSPORTATION**

#### **Inspect The Condition Of**

\_\_\_ Radiator and heater hoses

\_\_\_ Engine vacuum lines

\_\_\_ Fuel lines

\_\_\_ Brake linings, discs, pads, brake lines

\_\_\_ Engine drive belts, fan, alternator

\_\_\_ Air filters Oil filters

### **General**

- ☐ Do you both have a current driver's license?
- ☐ Who will help with transportation in an emergency?
- ☐ Does spouse know how to drive? If not, can he/she learn and receive a license before deployment?
- ☐ Do you have adequate transportation available?

### **MAKE SURE SPOUSE KNOWS:**

- ☐ Location of spare bulbs/fuses
- ☐ How to check oil and other fluid levels in the car
- ☐ How to check tire pressure
- ☐ How to change a tire
- ☐ Draw up a preventive maintenance checklist for your vehicle(s).
- ☐ Are your vehicles under warranty? If yes, what does the warranties cover?
- ☐ Does spouse have to do anything to keep up warranties? If so what?
- ☐ When is the next tune-up due on your vehicle?
- ☐ Where should your spouse take the vehicle to have it worked on?
- ☐ What kind of gasoline is used in the vehicle(s)?
- ☐ Who should the spouse call if the vehicle won't start?
- ☐ Do you belong to an auto club? If yes, does your spouse know what the membership name and number are? What services will the club provide? Are there any additional cost above the membership fees for those services?
- ☐ Are the tires in good shape? If they must be replaced during deployment, what brand and size?
- ☐ Has the radiator been checked for coolant/antifreeze? Has the air conditioning system been charged recently?
- ☐ When is the next oil change, filter change, and lube job due? Where should the spouse get the work done?
- ☐ Any other maintenance coming due during the deployment? If yes, where should it be done?

\_\_\_ What will the spouse do in the case of an accident or breakdown?

### **VEHICLE(S) REGISTRATION AND OTHER DOCUMENTS**

\_\_\_ Location of papers: (registration, title, and insurance)

\_\_\_ Who holds the lien?

\_\_\_ Will vehicle registration(s) need renewing during deployment?

\_\_\_ Will vehicle safety inspection(s) need renewing during deployment?

\_\_\_ Does spouse know where to go for these, how much they cost, what paperwork is needed, etc.?

\_\_\_ Does spouse know what Non-Residency Affidavit Form (DF-L 50) is? Where and how to get one?

\_\_\_ Does spouse have specific Power of attorney from service member that covers registering cars, etc.?

\_\_\_ Does the base registration of the vehicle(s) expire during the deployment? If yes, can the service member renew before deployment? If unable to renew prior to deployment, does spouse know where to go and how to apply for base registration?

\_\_\_ Is(are) the current insurance ID card in the appropriate vehicle(s)? if so, where? If not place them there as required by law. Extra set of keys?

\_\_\_ Does spouse know where to go for financial assistance in case of unexpected vehicle repair costs?

### **PERSONAL READINESS AND SUPPORT**

\_\_\_ Have children been included in the discussions on where the service member is going, when he/she is expected home, and why he/she is going?

\_\_\_ Does spouse know service member's social security number?

\_\_\_ Does spouse know the location and phone number of the Family Service Center?

\_\_\_ Does spouse know the Ombudsmen's telephone numbers?

\_\_\_ Does spouse know to which wing the squadron will be attached?

\_\_\_ Does spouse know service member's complete official mailing address?

\_\_\_ Does spouse know the name of and *how* to reach the MCBH Chaplain?

- ☐ If spouse is leaving the area during deployment does the Ombudsman squadron, or group know how to reach him/her?
- ☐ If an emergency arises, does your spouse know who to contact to get the word to the service member?
- ☐ Have you made arrangements for the care of your children in the event that something should happen to your spouse while you are on deployment?
- ☐ Is the service member's Record of Emergency Data (Page 2) verified to be correct and current?
- ☐ Does the service member's Page 2 reflect spouse's address during deployment if he/she intends to leave the area for more than half of the deployment?
- ☐ Will spouse or other family member's ID card(s) need to be renewed during the deployment? If yes, has the service member filled out an Application for Dependent Identification Card (00 1172) for each one needing renewal prior to deployment?
- ☐ Does spouse know how to get ID cards replaced if lost or stolen?
- ☐ Has service member made note of all birthdays, anniversaries, holidays, etc. that will be celebrated during deployment and is service member prepared to send gifts, cards, etc.
- ☐ Is the service member's photo album updated and ready to take along, as a reminder of the family?
- ☐ Has spouse made plans for a baby-sitter once in awhile during deployment to get out and "de-stress"?
- ☐ Have you and your spouse made plans to get a babysitter (if needed) to spend some special time together before deployment?

## **HOUSING**

### **Government Housing**

- ☐ Are you on the waiting list for quarters? If yes, what is your latest date status?
- ☐ Does the Housing Office know how to contact the spouse while service member is deployed?
- ☐ Does spouse know how to arrange the move into quarters if they become available during deployment?

- ☐ Does spouse have a Specific Power of Attorney to cover acceptance of quarters?
- ☐ If in government quarters, does spouse know how and when to contact the housing maintenance office for repairs?
- ☐ Does spouse have a Housing Handbook?

### **Renters**

- ☐ Does spouse know the name of and how to contact the landlord?
- ☐ Does spouse know when to contact the landlord for repairs?
- ☐ Does lease or rental agreement expire during deployment?
- ☐ Does spouse have Power of Attorney to renew lease or rental agreement if necessary?

### **Homeowners**

- ☐ Does spouse know what is required for maintenance?
- ☐ Does spouse know who to call for electrical, plumbing, roofing, carpentry, and painting needs?
- ☐ Does spouse know the details of your real estate taxes: how much, when due?
- ☐ Does spouse know where mortgage papers and other important documents are kept?

### **Miscellaneous**

- ☐ Do all doors and windows have good locks?
- ☐ Does spouse have extra house keys and know where they are?
- ☐ Does spouse know where the electrical circuit breaker box is located? Is it labeled?
- ☐ Does spouse know how to use the main circuit breaker?
- ☐ Does spouse know where the valve for the water main is, and how to operate it?
- ☐ Does spouse know how and where the gas line is turned off?
- ☐ Are all major appliances in good working order?
- ☐ Who will spouse call if an appliance needs repair?
- ☐ Do you have appliance maintenance agreements or warranties, and does spouse understand them? Where are they located?
- ☐ Have you had a recent fire safety inspection?
- ☐ Do you have an escape plan in case of fire?



- ☐ Are smoke detectors and fire extinguishers working?
- ☐ Does spouse know how to check and use them?
- ☐ Where are the flashlights and candles? Are there fresh batteries?
- ☐ Where are basic hand tools (hammer, pliers, screw drivers, etc.) kept?
- ☐ Where do you keep important papers concerning the home?
- ☐ Do you have a plan for the yard work (mowing, tree trimming, etc.)?
- ☐ Are yard tools (lawn mower, edger, etc.) in good working order?
- ☐ Does spouse know how to operate the yard tools safely?

### **SCHOOLS**

- ☐ If your child(ren) are in school, do you know where he/she attends?
- ☐ Who is your child's teacher?
- ☐ Do you know how and when to register the children for school?

### **Medical Preparation**

- ☐ Are family members enrolled in DEERS?
- ☐ Are family members enrolled in Dependents Dental Plan (DDP), also known as Delta Dental?
- ☐ Are there any dependent's in the service member's family eligible for medical care that are not enrolled in DEERS?
- ☐ Does the spouse know where the family's medical records are held?
- ☐ Are the family's immunizations and check-ups up-to-date?
- ☐ Have you and your family made an election about which CHAMPUS/TRICARE program you will participate in?
- ☐ Is spouse familiar with your CHAMPUS/TRICARE program, how it functions, and where to get information?
- ☐ Where are your TRICARE cards located?
- ☐ If you are pregnant, who will care for your children while you deliver?
- ☐ Does anyone else have or need a Medical Power of Attorney for your children?

### **LEGAL READINESS**

- ☐ Do you and your spouse have a will?
- ☐ Are the wills up-to-date?
- ☐ Are wills kept in a secure and convenient place?
- ☐ Does spouse know where the wills are kept and how to get them?
- ☐ Has service member given spouse adequate Power(s) of Attorney for all anticipated needs?
- ☐ Does the spouse know the location of Power(s) of Attorney?
- ☐ Are there other legal matters to which the spouse must attend during the deployment?

### **MILITARY MATTERS**

- ☐ Is service member due for orders during deployment?
- ☐ If yes, does spouse know how to arrange the move (household goods, vehicle shipment, etc.)?
- ☐ Does spouse have Power of Attorney to enable him/her to arrange the move?

### **COMMUNICATION READINESS**

- ☐ Does spouse know the various ways to communicate with service member?
- ☐ Does the spouse know who the Ombudsmen are?
- ☐ Does spouse know the full and correct address for the deployed service member?
- ☐ Does spouse know where to turn for help in sending communications to service member?

### **EMERGENCY PLANS**

☐ Have you and your spouse discussed the following possible emergencies that the family may face while service member is deployed? What are some possible solutions?

- Auto breakdown
- Auto accident
- Appliance breakdown
- Loss of heat, power, water
- Flooding in the home
- Critical illness or death in the family

## **CHECKLIST OF IMPORTANT PAPERS**

- ☐ Saving and account passbooks Loan payment coupons
- ☐ Insurance policies
- ☐ Automobile lien papers
- ☐ Wills
- ☐ Birth Certificates
- ☐ Divorce decree(s)
- ☐ Adoption papers
- ☐ Payment receipts
- ☐ Warranties
- ☐ Automobile title(s) and registration
- ☐ Power(s) of Attorney
- ☐ Immunization records
- ☐ Mortgage (lease) agreement